



# भारत का राजपत्र

## The Gazette of India

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No. 10] NEW DELHI, SATURDAY, MARCH 7, 1970 (PHALGUNA 16, 1891)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह प्रत्येक संकलन के क्षेत्र में रखा जा सके।  
(Separate paging is given to this Part in order that it may be filed as a separate compilation)

## भाग III—खण्ड ३

## PART III—SECTION 3

लघु प्रशासनों से सम्बंधित घोषणाएं

## Notifications relating to Minor Administrations

## GOVERNMENT OF PONDICHERRY

## ABSTRACT

Pondicherry Civil Service—Officers appointed to Pondicherry Civil Service—Confirmation—Ordered.

## Appointments Department

Pondicherry, the 2nd January 1970

## READ :

1. Appointment Department's G.O.Ms. No. 16, dated 5th March, 1969.
2. Appointments Department's G.O.Ms. No. 39, dated 12th May, 1969.
3. Appointments Department's G.O.Ms. No. 84, dated 29th October, 1969.

## ORDER :

G.O.Ms. No. 98.—The following officers who have been declared to have successfully completed their probation in the G.O. cited, are appointed substantively to the Pondicherry Civil Service, with effect from the dates noted against each.

1. Thiru V. Sambasivam—2-7-1969
2. Thiru A. M. Joseph—2-7-1969
3. Thiru Francois de Condappa—2-7-1969
4. Thiru S. Seetharaman—2-7-1969
5. Thiru A. Subbarayapillai—2-7-1969
6. Thiru R. Lakshmikanthan—2-7-1969

7. Thiru V. Krishnamurti—2-7-1969
8. Thiru P. R. Ramanathan—2-7-1969
9. Thiru M. Janakiraman—2-7-1969
10. Thiru B. Douressamy—2-7-1969
11. Thiru E. Palani—2-7-1969.

(By order of the Lt. Governor)

## ABSTRACT

POLICE DEPARTMENT—Superintendent of Police, Karikal—Appointment of Thiru T. Ramaswamy, retired Deputy Superintendent of Police of Mysore as Superintendent of Police, Karikal on re-employment terms—Notification—Regarding

## Chief Secretariat, Home (I) Deptt.

Pondicherry, the 23rd February 1970

## ORDER :

The following notification will be published in the official Gazette :—

G.O.Ms. No. 15 Home (I).—Thiru T. Ramaswamy, retired Deputy Superintendent of Police of Mysore State has been appointed as Superintendent of Police, Karikal, on re-employment terms for a period of one year with effect from 26th December, 1969 (afternoon).

2. Orders regarding fixation of pay on re-employment will be issued in due course.

(By order of the Lieutenant Governor)

J. ANJANI DAYANAND  
Chief Secretary to Government

**UNION TERRITORY OF DADRA & NAGAR HAVELI**  
**THE MINIMUM WAGES DADRA AND NAGAR HAVELI**

*Rules 1970*

*Silvassa, the 29th January 1970*

No. ADM/LAW/184.—In exercise of the powers conferred by section 30 of the Minimum Wages Act, 1948 (Central Act XI of 1948), I Nakul Sen, Administrator, Dadra and Nagar Haveli, do hereby make the following rules:—

**CHAPTER I**

**PRELIMINARY**

1. *Short title and extent.*—(1) These rules may be called the Dadra and Nagar Haveli Minimum Wages Rules, 1970.—

(2) They extend to the whole of the Union Territory of Dadra and Nagar Haveli.

2. *Interpretations.*—In these rules, unless the context otherwise requires.

- (a) 'Act' means the Minimum Wages Act, 1948.
- (b) 'Authority' means the authority appointed under sub-section (1) of section 20.
- (c) 'Board' means the Advisory Board appointed under section.
- (d) 'Chairman' means the Chairman of the Advisory Board or the Committee, as the case may be, appointed under section 9.
- (e) 'Committee' means a Committee appointed under clause (a) of sub-section (1) of Section 5 and includes a sub-Committee appointed under that section.
- (f) 'Form' means a form appended to these rules.
- (g) 'Government' means the Administrator of the Union Territory of Dadra and Nagar Haveli appointed by the President of India under section 239 of the constitution.
- (h) 'Inspector' means a person appointed as Inspector under section 19 and includes a Chief Inspector.
- (i) 'Registered trade union' means a trade union registered under the Indian Trade Unions Act, 1926; and
- (j) 'Section' means a section of the Act.
- (k) 'Pleader' means a person qualified for admission to practice in the Courts in the Union Territory of Dadra and Nagar Haveli to represent the parties.

**CHAPTER II**

**MEMBERSHIP, MEETINGS AND STAFF OF THE BOARD & COMMITTEE**

3. *Term of office of the members of the committee.*—The terms of the office of the members of the committee

shall be such as in the opinion of the Government are necessary for completing the enquiry into the scheduled employment concerned and the Government may, at the time of the constitution of the committee, fix such terms and may from time to time extend them as circumstances may require.

4. *Term of office of members of the board.*—1. Save as otherwise expressly provided in these rules, the term of office of a non-official member of the board shall be two years commencing from the date of his nomination.

Provided that such member shall, notwithstanding the expiry of the said period of two years, continue to hold office until his successor is nominated.

2. A non-official member of the board nominated to fill a casual vacancy shall hold office for the remaining period of the term of office of the member in whose place he is nominated.

3. The official members of the board shall hold office during the pleasure of the Government.

5. *Travelling allowance.*—A non-official member of the Committee or the board shall be entitled to draw travelling and halting allowances for any journey performed by him in connection with his duties as such member at the rates and subject to the conditions applicable to an officer to the first grade, as laid down by the Government from time to time.

6. *Staff.*—(1) The Government may appoint a Secretary to the Committee or the board, and such other staff as he may think necessary, and may fix the salaries and allowances payable to them and specify their conditions of service.

(2) (i) The secretary shall be the chief executive officer of the committee or the board, as the case may be. He may attend the meetings of such Committee, or board but shall not be entitled to vote at such meetings.

(ii) The secretary shall assist the chairman in convening meetings and shall keep a record of the minutes of such meetings and shall take necessary measures to carry out the decisions of the committee or the board as the case may be.

7. *Eligibility for renomination of the Members of the Committee and the Board.*—An outgoing member shall be eligible for renomination for the membership of the Committee, or the Board or which he was member.

8. *Resignation of the Chairman and Members of the Committee and the Board and filling of casual vacancies.*—1. A member of the Committee or the Board other than the Chairman may, by giving notice in writing to the Chairman, resign his membership.

2. The Chairman may resign by letter addressed to the Government.

3. When a vacancy occurs or is likely to occur in the membership of the Committee, or the Board the Chairman shall immediately submit a report to the Government. The Government shall then take steps to fill the vacancy aforesaid.

9. *Cessation and restoration of membership.*—1. If a member of the Committee, or the Board fails to attend three consecutive meetings, he shall, subject to the provision of sub-rule (2), cease to be a member thereof.

2. A person, who ceases to be a member under sub-rule (1), shall be given intimation of such cessation by a letter sent to him by registered post within a period of fifteen days from the date of such cessation. The letter shall indicate that if he desires restoration of his membership, he may apply therefore within a period of thirty days from the receipt of such letter. The application for

restoration of membership, if received within the said period, shall be placed before the Committee or the Board, as the case may be, and if a majority of members present at the next meeting is satisfied that the Board, as the case may be, and if a majority of members present at the next meeting is satisfied that the reasons for failure to attend three consecutive meetings are adequate, the member shall be restored to membership immediately after a resolution to that effect is passed.

10. *Disqualification.*—1. A person shall be disqualified for being nominated as, and for being a member of the Committee or the Board, as the case may be.

(i) if he is declared to be of unsound mind by competent court, or

(ii) if he is an undischarged insolvent, or

(iii) if before or after the commencement of the Act, he has been convicted of an offence involving moral turpitude.

2. If any question arises whether a disqualification has been incurred under sub-rule (1), the decision of the Government thereon shall be final.

11. *Meetings.*—The Chairman may, subject to the provisions of rule 12, call a meeting of the Committee or the Board as the case may be, at any time he thinks fit.

Provided that on a requisition in writing from not less than one-half of the members or not less than two thirds of the representatives of the employers or of the employees, as the case may be, the Chairman shall call a meeting within a period of fifteen days from the date of receipt of such requisition.

12. *Notice of Meetings.*—The Chairman shall fix the date, time and place of every meeting and a notice in writing containing the aforesaid particulars along with a list of business to be conducted at the meetings shall be sent to each member by registered post at least fifteen days before the date fixed for such meeting.

Provided that in the case of an emergent meeting notice of at least seven days shall be given to every member.

13. *Chairman.*—1. The Chairman shall preside at the meetings of the Committee or the Board as the case may be.

2. In the absence of the Chairman at any meeting the members shall elect from among the independent members, by a majority of votes, a member, who shall preside at such meeting.

14. *Quorum.*—No business shall be transacted at any meeting unless at least one-third of the total number of members are present.

Provided that if at any meeting less than one-third of the total number of members are present, the Chairman may adjourn the meeting to a date not later than seven days from the date of the original meeting and it shall thereupon be lawful to dispose of the business at such adjourned meeting irrespective of the number of members present.

15. *Disposal of Business.*—The business shall be considered at a meeting of the Committee or the Board, as the case may be, and shall be decided by a majority of the votes of the members present and voting. In the event of an equality of votes, the Chairman shall have a casting vote.

Provided that the Chairman may, if he thinks fit, direct that any matter shall be decided by the circulation of necessary papers and by securing written opinion of the members.

Provided further that no decision on any question which is referred under the preceding proviso shall be taken, unless supported by not less than a two third majority of the members.

16. *Method of Voting.*—Voting shall ordinarily be by show of hands, but if any member asks for voting by ballot, or if the Chairman so decides, the voting shall be by secret ballot and shall be held in such manner as the Chairman may decide.

17. *Proceedings of the Meeting.*—(1) The proceedings of each meeting showing *inter alia* the names of the members present there at shall be forwarded to each member and to the Government as soon after the meeting as possible and in any case, not less than seven days, before the next meeting.

(2) The proceedings of each meeting shall be confirmed with such modifications, if any, as may be considered necessary at the next meeting.

### CHAPTER III

#### SUMMONING OF WITNESSES BY THE COMMITTEE AND THE BOARD AND PRODUCTION OF DOCUMENTS

18. *Summoning of Witness and production of documents.*—(1) A Committee or the Board may summon any person to appear as a witness in the course of an enquiry. Such summons may require a witness to appear before it on a date specified therein and to produce any books Papers or other documents and things in his possession or under his control relating in any manner to the enquiry.

(2) A summon under sub-rule (1) may be addressed to an individual or an organisation of employers or a registered trade union of workers.

(3) A summon under this rule may be served.

(i) in the case of an individual, by being delivered or sent to him by registered post.

(ii) in the case of an employers organisation or a registered trade union of workers, by being delivered or sent by registered post to the secretary or other principal officer of the organization or Union, as the case may be.

(4) The provision of the Code of Civil Procedure, 1908, relating to the Summoning and enforcement of the appearance of witnesses and the production of the documents shall, so far as may be, apply to proceedings before a Committee or the Board.

(5) All books, papers and other documents or things produced before a Committee or the Board in pursuance of summons under sub-section (1) may be inspected by the Chairman and independent members, and also by such parties as the Chairman may allow with the consent of the other party, but the information obtained there from shall not be made public.

Provided that nothing contained in this rule shall apply to a disclosure of any such information for the purpose of a prosecution under section 193 of the Indian Penal Code (Central Act XIV of 1890).

19. *Expenses of witnesses.*—Every person who is summoned and appears as a witness before the Committee or the Board shall be entitled to an allowance of Rs. 2/- per day for expenses incurred by him and travelling allowance, if any, as applicable to an officer of second grade, as laid down by the Government from time to time.

## CHAPTER IV

COMPUTATION AND PAYMENT OF WAGES  
HOURS OF WORK AND HOLIDAYS

20. *Mode of computation of the cash value of wages.*—The average retail prices at the nearest market for the period of three months immediately preceding the month for which the wages are to be computed shall be taken into account in computing the cash value of wages paid in kind and of concessions in respect of essential commodities supplied at concession rates. This computation shall be made in accordance with such directions as may be issued by the Government from time to time.

21. *Time and conditions of payment of wages and the deductions permissible from wages.*—(1) (i) The wages of a worker in any scheduled employment shall be paid before expiry of the tenth day after the last day of the wages period.

(ii) Where the employment of any person is terminated by or on behalf of the employer, or due to the acceptance of the employee's resignation, the wages earned by him shall be paid before the expiry of the second working day after the day on which his employment is terminated.

(iii) The wages of an employed person, shall be paid to him without deduction of any kind except of those authorised by or under these rules.

*Explanation*

Every payment made by the employed person to the employer or his agent shall, for the purposes of these rules, be deemed to be a deduction from wages.

(iv) The employer shall display in a conspicuous place at or near the main entrance of the establishment, a notice in English, Gujarati, Marathi and in the language of the majority of the person employed therein, specifying the dates on which wages will ordinarily be paid, the dates so specified being not earlier than the expiry of two months from the date on which such notice is displayed.

(2) Deductions from the wages of a person employed in scheduled employment may be of one or more of the following kinds, namely :—

- (i) fines in respect of such acts and omissions on the part of the employed persons as may be specified by the Government by general or special order in this behalf.
- (ii) deductions for absence from duty.
- (iii) deductions for damage to or loss of goods expressly entrusted to the employed person for custody, or for loss of money for which he is required to account, where such damage or loss is directly attributable to his neglect or default.
- (iv) deductions for payments to Cooperative Societies approved by the Government or for house accommodation supplied by the employer or by the Government or any housing board set up under any law for the time being in force whether the Government or the Board is the employer or not or any other authority engaged in the business of subsidizing house accommodation which may be specified in this behalf by the Govt. by notification in the Official Gazette.
- (v) deductions for such amenities and services supplied by the employer as the Government may by general or special order authorize.

*Explanation*

The words 'amenities and services' in this clause do not include the supply of tools and

protectives required for the purposes of employment.

- (vi) deductions for recovery of advances or for adjustment of overpayments of wages.

Provided that such advances do not exceed an amount equal to wages for two calendar months of the employed person and, in no case, shall the monthly instalment of deduction exceed one-fourth of the wages earned in that month and the entire advance shall be recovered within a period of twelve months.

- (vii) deductions of income-tax or any tax that may be levied by the Government or local authority payable by the employed person.

- (viii) deductions required to be made by order of a court or other authority.

- (ix) deduction for subscriptions to, and for repayment of advances from any provident fund to which the Provident Funds Act, 1925 or the Employees Provident Fund Act, 1952 as the case may be applies or any recognized provident fund as defined in section 2(38) of the Indian Income-Tax Act, 1961 or any provident fund approved in this behalf by the Government during the continuance of such approval.

- (x) deductions, made with the written authorization of the employed person for payment of any premium of his life insurance policy to the Life Insurance Corporation of India established under the Life Insurance Corporation Act, 1956 (Central Act, 31 of 1956) or to a scheme of insurance maintained by the Indian Post Office for the purchase of securities of the Government of India or of any State Government or for being deposited in any Post Office Savings Bank in furtherance of any savings scheme of any such Government.

(3) Any person desirous of imposing a fine on an employed person or of making a deduction for damage or loss of goods caused by him, shall explain to him in writing the act or omission or the damage or loss in respect of which the fine or deduction is proposed to be imposed or made and the amount of fine or deduction proposed to be imposed or made and give him an opportunity to offer an explanation in writing, and also to be heard in person, if he so desires. The fine shall be levied or the deduction ordered after due consideration of the explanation offered writing or in person, as the case may be.

(4) (i) The total amount of fine which may be imposed under sub-rule (3) shall not exceed in any one wage period, an amount equal to three per cent of the wages payable to the employed person in respect of such wages period.

(ii) The total amount of deduction for damage or loss ordered under sub-rule (3) shall not exceed the cost of replacing the article damaged or lost date of passing the order of recovery, or the book value of the article whichever is less where the amount of deduction exceeds an amount equal to one-third of the wages payable to the employed person in respect of a wages period, the deduction shall be made in instalments in such a way that the amount of each instalment does not exceed one-third of the average wages payable to him between one instalment and the other.

(iii) All realizations under clause (1) and all deduction under clause (ii) shall be recorded in a register maintained in Form I, II and III as the case may be. A return in Form III shall be submitted annually by the

employer to such Inspectors and before such time as may be notified by the Govt. in this behalf.

(5) All realizations from fines shall be applied only to such purposes which are beneficial to the persons employed in the scheduled employments as are generally approved by the Govt. in this behalf.

(6) Nothing in this rule shall be deemed to affect the provisions of the Payment of Wages Act, 1936.

22. *Publicity to the minimum wages fixed under the Act.*—Notices containing the minimum rates of wages fixed under the Act together with abstracts from such of the provisions of the Act and the rules made thereunder as the Government may specify in this behalf, the rules made thereunder and the name and address of the Inspector shall be displayed in English, Gujarati Marathi and in a language understood by the majority of the workers in the employment at such place as may be selected by the Inspector and shall be maintained in a clean and legible condition. Such notices shall also be displayed on the notice boards of the offices of the Collector, Mamlatdar and his delegates in all the areas i.e. Patel Talatis. In the case of employment in Agriculture, the notices shall also be displayed in all the offices of the Agricultural department and in the case of any other scheduled employment, such notices shall also be displayed in the offices of all the Heads of offices under Administration.

23. *Weekly Holidays.*—(1) Unless otherwise permitted by the Government no worker shall be required or allowed to work in a scheduled employment, on the first day of the week (hereinafter referred to as the said day) except where he has or will have a holiday for the whole day on one of the three days immediately before or after the said day. Every worker who is required or allowed to work in a scheduled employment on the said day and who gets a substituted holiday within the same week shall be paid the rate of wages to which he is entitled for a normal working day.

Provided that the weekly holiday may be substituted by another day.

Provided further that no substitution shall be made which will result in any worker working for more than ten days consecutively without a holiday for a whole day.

(2) Every worker shall be paid remuneration for the said day or for the substituted holiday, at a rate not less than the minimum rate fixed for the category of employment.

(3) Where in accordance with the provisions of sub-rule (1) any worker works on the said day and has been given a holiday on one of the five days immediately preceding it, the said day shall for the purposes of calculating his weekly hours of work, be included in the preceding week.

#### *Explanation*

For the purposes of this rule 'week' shall mean a period of seven days beginning at midnight on Saturday night.

24. *Number of hours of work which shall constitute a normal working day.*—(1) The number of hours which shall constitute a normal working day shall be.

- (a) in the case of an adult, 9 hours.
- (b) in the case of a child,  $4\frac{1}{2}$  hours, and
- (c) in the case of an adolescent employed in any plantation  $6\frac{1}{2}$  hours.
- (d) No worker shall be required or allowed to work in an employment for more than nine hours in any day and forty-eight hours in any week.

Provided that a worker may be allowed to work-in an employment for any period in excess of the limit fixed under this sub-rule subject to the payment of overtime wages, if the period of work including overtime work, does not exceed 10 hours in any day and in the aggregate fifty-four hours in any week.

(3) The period of work each day shall be so fixed that no period shall exceed five hours and that no worker shall work for more than five hours before he has had an interval for rest of at least half an hour.

(4) The periods of work of an adult worker in scheduled employment, shall be so arranged that inclusive of his intervals for rest under sub-rule (3) they shall not spread over more than 12 hours on any day.

(5) The number of hours of work in the case of an adolescent worker in a scheduled employment shall be the same as that of an adult or a child according as he is certified to work as an adult or a child by a competent medical practitioner approved by the Government.

(6) The provisions of sub-rules (1) to (5) shall, in the case of workers in agricultural employment including employment in plantations, be subject to such modifications as may from time to time, be notified by the Government.

*Certain provisions of rules 23 and 24 not to apply to certain specified employees.*

The provisions of rules 23 and 24 specified in column (1) of the table below shall not apply in relation to the classes of employees specified in the corresponding entries in column (2) of that Table subject to the conditions specified in the corresponding entries in column (3) thereto:

#### *THE TABLE*

Provisions of Rules 23 and 24 which shall not apply	Classes of employ- ees	Conditions
1	2	3
Rule 23 and sub-rules (2) (3) & (4) of rule 24.	Employees engaged on urgent work, or in any emergency which could not have been fore- seen or prevented.	1. No employee shall be employed for more than 12 hours on any one day, 30 hours during any three consecutive days or 60 hours during each period of seven consecutive days co- mmencing from his first employment on urgent work or in any emergency which could not have been foreseen or prevented.  2. A separate running record of such work done shall be main- tained in addition to making entries in Form IV.  3. Within 24 hours of the commencement of work, notice shall be sent to the Inspector describing the nature of urgent work and the period prob- ably required for its completion.

1	2	3
Sub-Rule (3) Employees engaged of Rule 24.	4. A compensatory holiday for every weekly holiday lost for each employee shall be granted within one month from the date on which the weekly holiday was lost.	for midday rest, he shall be paid wages for a full normal working day.
Employees whose employment is essentially intermittent.	5. Extra wages for overtime shall be paid as provided in Rule 27.	(3) If by reason of stoppage of or any cut in the supply of power, effected by the Government, an employer is prevented on any working day from giving work to his employees for a full normal working day, employees shall receive wages for such day in the proportion the number of hours he worked bears to the number of hours constituting the normal working day.
Employees engaged in any work which for technical reasons has to be completed before the duty is over.	Exemption shall apply only in respect of the persons who omitted by the Inspector of Factories within whose jurisdiction the employment is situated on application by the employer.	(27). <i>Extra wages for overtime.</i> —(1) When a worker works on any day for more than the number of hours constituting the normal working day, or for more than forty-eight hours in any week, he shall in respect of overtime work, be entitled to wages.
Employees engaged in a work which could not be carried on except at times dependent on the irregular action of natural forces.	Sufficient time though not a fixed period shall be given for meals to the satisfaction of the Inspector concerned.	(a) In the case of employment in agriculture including plantations, at one and a half times the ordinary rate of wages.
26. Cases and circumstances in which an employee employed for a period of less than the requisite number of hours constituting a normal working day shall not be entitled to receive wages for a full normal working day.	The total overtime hours worked beyond 9 hours per day and 48 hours per week shall not exceed 50 hours per quarter of a calendar year.	(b) In the case of any other scheduled employment, at double the ordinary rate of wages.

(1) The following shall be cases and circumstances in which an employee employed for a period of less than the requisite number of hours constituting a normal working day shall not be entitled to receive wages for a full normal working day.

(a) Tempest, fire, rain, breakdown of machinery or stoppage of or any cut in the supply of power, epidemic, civil commotion or other cause beyond the control of the employer.

(b) Refusal to work.

(c) Strike or stay-in strike.

(2) In the case of interruption brought about by tempest, fire, rain, breakdown of machinery, epidemic, civil commotion or other natural causes beyond the control of the employer, the employees who has already started work for the day shall be paid wages at half the minimum rates of wages fixed for a normal working day if the interruption occurs at any time before the interval for midday rest. If the interruption occurs after the interval

for midday rest, he shall be paid wages for a full normal working day.

(3) If by reason of stoppage of or any cut in the supply of power, effected by the Government, an employer is prevented on any working day from giving work to his employees for a full normal working day, employees shall receive wages for such day in the proportion the number of hours he worked bears to the number of hours constituting the normal working day.

(27). *Extra wages for overtime.*—(1) When a worker works on any day for more than the number of hours constituting the normal working day, or for more than forty-eight hours in any week, he shall in respect of overtime work, be entitled to wages.

(a) In the case of employment in agriculture including plantations, at one and a half times the ordinary rate of wages.

(b) In the case of any other scheduled employment, at double the ordinary rate of wages.

#### *Explanation*

The expression 'ordinary rate of wages' means the basic wages plus such allowances including the cash equivalent of the advantages accruing through the concessional sale to the person employed of food-grains and other articles as the person employed is for the time being entitled to but does not include a bonus.

(2) A register showing overtime payment shall be kept in Form IV. Over-time work shall be entered up in the register before the expiry of 24 hours from the commencement of such work.

(28). *Form of registers and records.*—(1) A register of wages shall be maintained by every employer at the work spot or the principal office attached to it and kept in Form X and shall include the following particulars.

(a) The minimum rates of wages payable to each employed person.

(b) (i) Total overtime worked (or total production during overtime in the case of piece-time workers) in the wages period. (This entry should agree with the total for each wage period shown in column (8) of the overtime register).

(ii) Overtime earnings in the wage period. (This entry should correspond with the total for each wage period shown in column (3) of the overtime register).

(c) The gross wages of each person employed for each wage period.

(d) All deductions made from wages, with a indication, in each case, of the kinds of deductions mentioned in sub-rule (2) of rule 24 and

(e) The wages actually paid to each person employed for each wage period and the date of payment.

(2) Wage slips containing the aforesaid particular and such other particulars, as may be notified by the Government shall be issued by every employer to every person employed by him at least a day prior to the disbursement of wages.

(3) Every employer shall get the signature or thumb-impression of every person employed on the wage books at the time of the payment of wages.

(4) Entries in the wage books and wage slips shall be authenticated by the employer or any person authorised by him in this behalf.

(5) A muster roll shall be maintained by every employer at the work spot or the principal office attached

to it and kept in Form V and it shall be written up every day on which work is performed.

NOTE :—In the case of a plantation, the estate will be deemed to be the work-spot but the employer shall make the registers available for inspection by the Inspector at the actual division or place of work in the estate, if so required.

29. *Certain documents deemed to be Maintained under the Rules.*—Where the Chief inspector is of the opinion that any register maintained as part of the routine of the scheduled employment or under any other enactment gives in respect of any or all of the employees in a scheduled employment, the particulars required for the enforcement of the Act, he may by order in writing direct that such register shall, to the corresponding extent, be maintained in the place of and be treated as the register required under these rules in respect of that scheduled employment.

The registers, records and notices maintained as exhibited under the provisions of these rules shall always be available at or as near as practicable, to the site of employment and shall be produced or caused to be produced for inspection, at all reasonable hours by any Inspector having jurisdiction over the establishment.

## CHAPTER V

### CLAIM UNDER THE ACT

#### 30. *Application :*

(i) An application under sub-section (2) of section 20 or sub-section (1) of section 21 by or on behalf of an employed person or group of employed persons shall be made in duplicate, in Form VI or Form VII, as the case may be.

(ii) Each application in Form VI or Form VII shall be accompanied by a statement containing the following particulars, namely :

- (a) Names of applicants.
- (b) Period of service of each applicant.
- (c) Minimum wages payable in respect of each applicant.
- (d) Wages actually paid in respect of each applicant; and
- (e) Difference between the minimum wages payable and the wages actually paid in respect of each applicant.

(2) A single application on behalf of or in respect of any number of employed persons shall be entertained only where the employed persons, for whom the single application is presented belong to the same scheduled employment working under the same employer.

#### 31. *Authorization :*

The authorization to action behalf of an employed person or persons under sub-section (2) of section 20 or sub-section (1) of section 21, shall be given in Form VIII by an instrument which shall be presented to the authority hearing the application and shall form part of the record.

#### 32. *Appearance of Parties :*

(1) If an application under sub-section (2) of section 20 or section 21 is entertained, the authority shall serve upon the employer by register post a notice in Form IX to appear before him on specified date with all relevant documents and witnesses, if any, and shall inform the applicant of the date so specified.

(2) If the employer or his representative fails to appear on the specified date, the authority may hear and determine the application *ex parte*.

(3) If the applicant or his representative fails to appear on the specified date, the authority may dismiss the application.

(4) An order passed under sub-rule (2) or sub-rule (3) may be set aside on sufficient cause being shown by the defaulting party within one month of the date of the said order and the application shall then be re-heard after service of notice on the opposite party of the date fixed for re-hearing, in the manner specified in sub-rule (1).

## CHAPTER VI

### SCALE OF COSTS IN PROCEEDINGS UNDER THE ACT

#### 33. *Costs :*

(1) The authority for reasons to be recorded in writing, may direct that the cost of any proceeding pending before it shall not follow the event.

(2) The costs which may be awarded shall include—

- (i) Expenses incurred on account of Court-fees;
- (ii) Expenses incurred on subsistence money to witnesses; and
- (iii) Pleader's fees to the extent of ten rupees provided that the authority in any proceeding may reduce the fees to a sum not less than five rupees or for reasons to be recorded in writing increase it to a sum not exceeding twenty-five rupees.
- (iv) Expenses incurred by the parties on subsistence and travelling in connection with the claims subject to a limit of Rs. 10.

(3) Where there are more than one pleader or more than one applicant or opponents the authority may, subject as aforesaid, award to the successful party or parties such costs as it may deem proper.

#### 34. *Court-fees :*

The Court-fee payable in respect of proceedings under section 20 shall be—

- (i) for every application to summon a witness, One Rupee in respect of each witness;
- (ii) for every application made by or on behalf of an individual (or group of employee)—One rupee;

Provided that the authority may, if in its opinion, the applicant is a pauper, exempt him wholly or partly from the payment of such fees;

Provided further that no fee shall be chargeable—

- (a) from persons employed in agriculture; or
- (b) in respect of an application made by an Inspector.

35. Nothing contained in these rules shall affect any rights or privileges which any employee in a scheduled employment is entitled to under any other law, contract, custom or usage applicable to such employment if such rights or privileges are more favourable to him than those which he would be entitled to under these rules.

#### 36. *Preservation of records :*

Files relating to the claims under section 20 of the Act shall be preserved for a period of five years from the date of final decision.

37. *Manner of destruction of records :*

After the period of retention mentioned in rule 35, the records may be destroyed either by tearing or by burning in the presence of the head of the office provided that records of secret or confidential nature, shall be destroyed only by burning.

The records destroyed by tearing may be sold or otherwise disposed of in such manner as the head of the office thinks fit.

38. *Authority for purposes of section 22-D :*

The prescribed authority for the purposes of section 22-D shall be authority appointed under section 20(1).

## FORM I

Rule 21 (4).

## REGISTER OF FINES

## EMPLOYER

Serial number	Name	Father's / Husband's name.	Sex.	Department.	Nature and date of the offence for which fine imposed.	Weather show-cause notice served.	Weather workman showed cause against fine or not, if so, enter date.	Rate of wages.	Date and amount of fine imposed.	Date on which fine realized.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12

## FORM II

Rule 21 (4)

## REGISTER OF DEDUCTIONS FOR DAMAGE OR LOSS CAUSED TO THE EMPLOYER BY THE NEGLECT OR DEFAULT OF EMPLOYED PERSONS

## EMPLOYER

1	2	3	4	5	6	7	8	9	10	11	12
Serial number	Name	Father's/ husband's name	Sex	Department	Damage or loss caused with date.	Whether show caused notice was served.	Whether worker showed cause against deduction, if so, enter date.	Date and amount deduction imposed.	Number of instalments if any.	Date on which all amount realized.	REMA-RKS

## FORM III

Rule 21(4)

## DEDUCTION FROM WAGES

Return for the year ending the 31st December

1. Name of the employer and postal address

2. Total number of persons employed :—

Adults

Children

3. Total wages paid.

4. Number of cases and amounts realized as—

## NUMBER OF CASES

## AMOUNT

(a) Fines.

(b) Deduction for damage or loss.

(c) Deduction for breach of contract.

AMOUNT  
Rs.

## PURPOSE

Date

Signature  
Designation

**FORM IV**  
Rule 27(2)  
**OVERTIME REGISTER FOR WORKERS**

Serial number.	Name.	Father's/Husband's name.	Sex.	Designation and department.	Dates on which overtime worked.	Extent of overtime on each occasion.	Total overtime worked or production in case of piece worker.	Normal hours.	Normal rate.	Overtime.	Normal earnings.	Overtime earning	Total earning.	Date on which overtime payments made.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

**FORM V**  
Rule 28 (5)  
**MUSTER ROLL**

Name of establishment.					Place.									
					Hours worked on									
					(1) (2) (3) (4) (5)									
Serial number.	Name.	Father's/Husband's name.	Sex.	Nature of work.	Time at which the work commenced.	Time at which the work ceased.	Rest interval.							Remarks.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	

**FORM VI**  
Rule 30

**FORM OF APPLICATION BY AN EMPLOYEE  
UNDER SECTION 20(2)**

In the Court of the Authority appointed under the Minimum Wages Act, 1948, for area.

Application No. of 19.

(1)  
(2)

**Applicant(s)**

(through a Legal Practitioner  
official of Union which  
is a registered Trade Union).

Address.

**VERSUS**

(1)  
(2)  
(3)

**Opponents.**  
Address.

The applicant(s) above named beg(s) respectfully to submit as follows :—

- (1) that
- (2) that

The applicant(s) has (have) been paid wages at less than the minimum rate of wages.

The applicant(s) estimate(s) the value of the relief sought by him (them) at the sum of Rs.

The applicant(s) pray(s) that a direction may be issued under sub-section (3) of section 20 or.

(a) payment of the difference between the wages due according to the minimum rate of wages fixed by the Government and the wages actually paid, and

- (b) Compensation amounting to Rs.

The applicant(s) beg(s) leave to amend or add to or make alterations in the application, if any, and when necessary.

## Date

Signature or thumb-impression of the employee(s) legal practitioner or official of a registered trade union duly authorized.

The applicant(s) do(es) solemnly declare that what is stated above is true to the best of his (their) knowledge, belief and information.

The verification is signed at on day of 19

Signature or thumb-impression of the employee(s) legal practitioner or official of a registered trade union duly authorized.

When the application is by a group of employees the thumb-impressions or signatures of two of the applicants need be put to the application and a full list of applicants should be attached to the application.

## FORM VII

(Rule 30)

## FORM OF APPLICATION BY AN INSPECTOR OR PERSON ACTING WITH THE PERMISSION OF THE AUTHORITY UNDER SECTION 20(2)

In the Court of the Authority appointed under the Minimum Wages Act, 1948, for area. Application No. of 19.

(1) Applicant

Address.

## VERSUS

(1) Opponent.

Address.

The applicant above named begs respectfully to submit as follows :—

(1) that

(2) that

The opponent is bound to pay wages at the minimum rate of wages fixed by Government but he has paid less wages to the following employees :

(1)

(2)

(3)

The applicant estimates the value of the relief sought for the employees at the sum of Rs.

The applicant prays that a direction may be issued under sub-section (3) of section 20 for—

(a) payment of the difference between the wages due according to the minimum rate of wages fixed by Government and the wages actually paid, and

(b) compensation amounting to Rs.

The applicant begs leave to amend or add to or make alterations in the application if and when necessary

## Date

The applicant does solemnly declare that what is stated above is true to the best of his knowledge, belief and information. This verification is signed at on day of 19

## FORM VIII

Rule 31....

## FORM OF AUTHORITY IN FAVOUR OF A LEGAL PRACTITIONER OR ANY OFFICIAL OF REGISTERED TRADE UNION REFERRED TO IN SECTION

20(2)

In the Court of the Authority appointed under the Minimum Wages Act 1943, for area. Application No. of 19

(1)

(2)

(3)

Applicant(s)

## VERSUS

(1)

(2)

(3)

Opponent(s)

I hereby authorized Mr. , a legal practitioner, an official of the registered trade union of.... to appear and act on my behalf in the above described proceeding and to do all things incidental to such appearing and acting.

Signature or thumb-impression of the employee

## FORM IX

Rule 32

## FORM OF SUMMONS TO THE OPPONENT TO APPEAR BEFORE THE AUTHORITY WHEN AN APPLICATION UNDER SUB-SECTION (2) OF SECTION 20 OR UNDER SECTION 21 IS ENTERTAINED

(Title of the application)

To

(Name, description and place of residence).

Whereas has made the aforesaid application to me under the Minimum Wages Act, 1948, you are hereby summoned to appear before me in person or by a duly authorized agent, able to answer all material questions relating to the application, who shall be accompanied by some person able to answer all such questions, on the day of 19, at o'clock in the noon.

to answer the claim, and as the day fixed for the appearance is appointed for the final disposal of the application you must be prepared to produce on that day all the witnesses upon whose evidence and all the documents upon which you intended to rely in support of your defence.

Take notice that in default of your appearance on the day before mentioned, the application will be heard and determined in your absence.

Date

Signature of the Authority

**FORM X**  
**FORM FOR MAINTENANCE OF REGISTER OF WAGES**  
**REGISTER OF WAGES**  
**Rules 28 (1)**

Serial number.	Name.	Father's/Husband's Name	Sex.	Designation and department.	Minimum rate of wages fixed.	Deduction						Signature/Stamp - impression of the employer.
						7	8	9	10	11	12	
1	2	3	4	5	6	Total overtime hours worked or total production during overtime in the case of piece rate workers.	Overtime earnings in the wage period.	Gross wages for each wage period.	Amount deducted.	Kind of deduction.	Net wages paid for each wage period and the date of payment.	

*The 1st February 1970*

No. ADM/LAW/75.—In exercise of the powers conferred by section 2 of the Poisons Act, 1919 (XII of 1919), I, Nakul Sen, Administrator, Dadra and Nagar Haveli, do hereby make the following rules for regulating the possession for sale and the sale of poisons within the whole of the Union territory of Dadra and Nagar Haveli, namely :—

1. *Definition* :—In these rules "The Act" means the Poisons Act, 1919.

2. *Poisons* :—The following substances shall be deemed to be poisons for the purpose of these rules :—

**A. Aconite, Aconitine and their preparations,**

Alkaloids, all poisonous vegetable alkaloids, not specifically named in this schedule and their salts, and all other poisonous derivatives of vegetable alkaloids.

Arsenic, Sulphicides of Arsanic and all liquid preparations containing arsenic in any form.

Atropine, and its salts, and their preparations.

Belladonna and all preparations or admixtures (except Belladonna plasters), containing 0.1 or more per cent of Belladonna alkaloids.

Cantharides, and its poisonous derivatives (e.g., cantharidin). Chloroform and all preparations or mixtures.

Chloral Hydrate containing more than 20 per cent of chloroform.

Coca, any preparation or admixture of Codeine or preparations thereof, containing more than 1% codeine and Colchicine and preparations thereof containing more than 5% of colchicine. (containing one or more per cent of Coca alkaloids), Corrosive acids i.e. Acid Hydrochloride, Acid Nitric, acid Sulphuric and other common acids.

Corrosive sublimate.

Cyanide of potassium and all poisonous cyanides and their preparations.

Diamorphine (also known as Herone) and all preparation or admixture containing 0.1 per cent of Diamorphine.

Diethyl Barbituric Acid, and other Alkyl, aryl, or metallic derivatives of barbituric acid, whether described as Veronal, propanal, medinal, or by any other trade name, mark or designation; and all poisonous urethanes and ureides.

Digitalis, Digitalin, and all preparations thereof.

Ergonine, and all preparations and admixtures containing 0.1 per cent of ergonine.

Endrin.

Ergot of Rye, and preparations of ergot.

Lead, in combination with oleic acid, or other higher fatty acids, whether sold as "diachylon" or under any other designation (except machine-spread plasters).

**NATHANOL OR METHYL ALCOHOL.**

Nu Vomica, and all preparations or Admixtures containing 0.2 or more per cent of strychnine.

Opium and all preparations or admixtures containing 0.2 or more per cent of Morphine.

Picrotoxin, Phosphorus. (White).

Prussic Acid, and all preparations or admixtures containing 0.1 or more per cent of Prussic Acid.

Savin and its Oil, and all preparations or admixtures containing savin or its Oil.

Stramonium, and all preparations containing it.

Strophanthus, Strophantin, and all preparations thereof.

Tartar Emetic, and all preparations and Admixtures containing one or more per cent of tartar emetic.

## Tetra Ethyl Lead except as mentioned below :

B. Almonds, Essential Oil of (unless deprived of prussic acid) Antimonial wine.

Barium, all salts of, except Sulphate of Barium.

CANTHARIDES, Tincture of all Vesicating liquid preparations or admixtures, Tincture of Cantharides.

Carbolic acid, and liquid preparations of carbolic acid and its homologues, containing more than 3 per cent of those substances, except preparations for use as sheep-wash, or for any other purpose in connection with agriculture or horticulture contained in a closed Vessel, distinctly labelled with the word "poisonous" the name and address of the seller, and a notice of the special purposes for which the preparations are intended.

Chloroform, and all preparations or admixtures—containing more than 20 per cent of chloroform.

- (i) Chlorodinitro Benzene (Dinitrochloro Benzene)
- (ii) Chloronitro Benzene (Orthonitrochloro Benzene, Metanitrochloro Benzene, Paranitro Chloro Benzene);
- (iii) Dinitro Benzene (e.g. Metadinitro Benzene) Dinitrotoluenes) and
- (iv) Chloro-Ortho Toluidine. Mercuric Sulphocyanide. Oxalic Acid.

Poppies, all preparations of excepting red poppy petals and syrup or red poppies (papaver rhoeas).

Precipitate, and all oxides of mercury.

Precipitate, white denatured spirit.

Sulphonal, and its homologues, whether containing 50% Methyl Alcohol described as trional, tetalonal, or by any other trade name, mark or designation.

Zinc Chloride, and liquid preparations of zinc chloride except preparations intended to be used for soldering or other purely industrial purpose, provided that they are contained in closed vessels labelled with the word "Poisonous", and bearing the name and address of the seller and a note of the special purpose for which the preparations are intended.

## Insecticides—

1. Parathion, and all preparations thereof.
2. Petraethyl pyrophosphate and all preparations thereof.
3. Diazinon and all preparations thereof.
4. Malathion.
5. Baytex.

## Rodenticides :

- (1) Alpha-naphthyl, Thionrea and all preparations thereof.

## Fungicides—

- (1) Ethoxy ethyl Mercury chloride and all preparations thereof.
- (2) Ethyl Mercury phosphate, and all preparations thereof.
- (3) Phenyl Mercury Acetate and all preparations thereof.
- (4) Ethyl Mercury chloride and all preparations thereof.
- (5) Phenyl Mercury chloride and all preparations thereof.
- (6) Phenyl Mercury Urea and all preparations thereof.

## Fumigants—

- (1) Methyl Bromide and all preparations thereof.

- (2) Cyanides, viz. the following :—

Liquid Hydrocyanic Acid, and all preparations thereof.

Sodium Cyanide and all preparations thereof.

Potassium Cyanide and all preparations thereof.

Calcium Cyanide and all preparations thereof.

Provided that nothing contained in Rules 3 to 13 (both inclusive) and 16 and 17 of these rules shall apply to the possession for sale and the sale of poisons specified in class B of this Rule.

3. *Prohibition of sale or possession of poison without a licence* :—No person, unless exempted under the provisions of the Act, sell or possess for sale any poison specified in rule 2, except under a licence granted in that behalf by the District Magistrate.

4. *Licences by whom to be granted or withdrawn* :—The grant or withdrawal of a licence to any applicant shall be at the discretion of the District Magistrate whose decision thereon shall be final.

5. *Duration of licences Application* :—Subject to the provisions of Rules 6 and 7, a licence granted under Rule 3 shall remain in force for one year from the 1st January or from the date of issue, if later than the 1st January, to the 31st December, following. Every applicant for the grant or renewal of a licence shall make a written application to the District Magistrate and such application shall bear a Court-fee stamp of Re. 1.

6. *Termination of licences* :—A licence shall terminate on the death of the licence-holder, or, if granted to a firm or company, on the winding up or transfer of the business of such firm or company.

7. *Revocation or cancellation of licences* :—The District Magistrate, may for any sufficient cause, revoke or cancel any licence granted under Rule 3.

8. *Sale of Poisons* :—Every sale of poison shall, so far as possible be made by the licence-holder in person, or where the licence-holder is a firm or a company, through, or under the supervision of, an accredited representative of such firm or company.

9. *Persons to whom poisons may be sold* :—A licence-holder shall not sell any poison to any person unless the latter is personally known to him, or identified to his satisfaction. He shall not sell any poison to any person who appears to him to be under the age of 18 or to any person who does not appear to him to be in full possession of his faculties, or to any wandering mendicant.

10. *Register of sales of poisons* :—(1) Every licence-holder shall maintain a register in which he shall enter all sales of poison, other than those used by a chemist, druggist or compounder dispensing or compounding in compliance with the prescription of a medical or veterinary practitioner. The following particulars shall be entered in such register in respect of each such sale, namely :—

- (a) Serial number.
- (b) Name of poison.
- (c) Quantity sold.
- (d) Date of sale.
- (e) Name and address of purchaser.
- (f) Purpose for which the poison was stated by the purchaser to be required.
- (g) Signature of purchaser (or thumb impression if illiterate) or in case of purchase by post, date of letter or written order and reference to the original in the file in which it is preserved.
- (h) Signature of vendor.
- (2) The quantity of each poison sold daily shall be entered in a separate portion of the register in separate columns, for each poison, and these entries shall be filled up from day to day.
- (3) The signature under item (4) of the register shall be that of the licence-holder himself or when the licence-holder is a firm or company, that of an accredited representative of such firm or company, and shall be entered at the time of sale or despatch to the purchaser. Such signature shall be held to imply that the writer has satisfied him self that the requirements of Rule 9 have been fulfilled.
- (4) All letters or written orders referred to in head (F) of the register shall be preserved in original by the licence-holder for a period of not less than two years from the date of the sale.

11. *Stock register* :—A licence holder shall maintain in respect of each poison specified in Rule 2 a stock register, which shall be balanced daily.

12. *Prescription Register* :—Every dispensing chemist or druggist shall maintain a prescription register, in which details of each prescription shall be given serially.

13. *Power to inspect poisons and registers* :—Any Magistrate, any Excise Officer of or above the rank of Inspector, any Police Officer of or above the rank of Sub-Inspector, any Revenue Officer of or above the rank of Marnlatdar, the Chief Medical Officer, R.M.O., and M.O.S. of Administration may at any time visit and inspect the premises of a licence-holder, a dispensing chemist or a druggist where poison is kept for sale and may inspect poisons found therein and registers maintained under Rules 10, 11 and 12.

14. *Custody of the poison kept for sale and labelling of receptacles in which they are kept* :—All poison kept for sale under these rules shall be kept in a box, almirah, room or building (according to the quantity maintained)

which shall be secured by lock and key and in which no substance shall be placed other than poisons specified in rule 2, and each poison shall be kept, within such box, almirah, room or building, in a separate closed receptacle of glass, metal or earthenware. Every such box, almirah, room or building, and every such receptacle shall be marked with the word "Poison" in red characters, both English and vernacular, and in the case of receptacles containing separate poisons with the name of such poison.

15. *Poisons sold to be securely packed and labelled* :—When any poison is sold, it shall be securely packed in a closed receptacle or packet (according to the quantity): and every such receptacle or packet shall, be labelled by the vendor with a red label, bearing in English and in the vernacular or vernaculars prescribed by the local licensing authority the word "Poison" which must be shown prominently at the top of the label, and the name of the poison, and also either in English or vernacular or in both, the name of the vendor and the address of shop at which the poison is sold and in the case of poisons specified in clause A of Rule 2, the number and date of the entry in the register of sales specified in Rule 10.

16. *Sale of powdered white arsenic* :—A licence-holder shall not sell white arsenic (in which category are included arsenious acid and the arsenites, arsenic acid and the arsenates and all other colourless dry poisonous preparations of arsenic) to any person, unless the same is before the sale thereof mixed with soot, indigo or prussian blue in the proportion of half an ounce of soot indigo or prussian blue at least to one pound of white arsenic, and so on in proportion for any greater or less quantity; provided that, where such arsenic is stated by the purchaser to be required for some purposes for which such admixture would, according to the representation of the purchaser, render it unfit, such arsenic may be sold, without such admixture, in a quantity of not less than ten pounds at any one time.

17. *Sale of perchloride of mercury* :—A licence-holder shall not sell perchloride of mercury to any person unless the same is, before the sale thereof, mixed with Methylene blue or carmine in the minimum proportion of 10 grams of Methylene blue or carmine to 20 ounces of mercury perchloride.

18. *Sale and possession for sale of tetra ethyl lead* :—Petrol containing ethyl fluid (and admixture of tetra ethyl lead) is exempted from the provisions of the Act and these rules, provided:

- (i) the cans and pumps containing the fuel are labelled to indicate the presence of tetra ethyl lead in the fuel and to warn the user to avoid spillage and not to use the fuel for purposes other than motor fuel;
- (ii) the fuel shall be dyed as an additional check against its use otherwise than for motor fuel; and
- (iii) the amount of tetra ethyl lead in the fuel does not exceed 1 part in 1,300 parts by volume or 1 part in 650 by weight.

No. ADM/EST/RCI/172.—In exercise of the powers vested in me under Government of India, Ministry of Home Affairs' Notification No. 3/4/65/-GP, dated 27th February, 1965, I, Nakul Sen, Administrator, Dadra and Nagar Haveli do hereby amend the Recruitment Rules for Class III services of the Administration of Union Territory of Dadra and Nagar Haveli 1966 as follows :—

- (i) In appendix 'A' annexed to the said Rules, items No. 8 and 38 shall be substituted as shown in the schedule appended to this Notification.

## APPENDIX 'A'

## SCHEDULE

S. No.	Name of Post	No. of post	Classification	Scale of pay	Whether selection of Non-Selection posts (for promotion post only)	Method of recruitment whether by direct recruitment or by promotion or by transfer and percentage of vacancies to be filled by various methods
1	2	3	4	5	6	7
8.	Head clerk (in other offices), Sr. Clerk, Junior Accountant, Aval Karkuns, Shirastedar, Circle Officer, Supply Aval Karkun, Supply Inspector, Extension Officer (Panchayat), Distillery Officer-cum-Excise Head Clerk.	29	III (Ministerial).	Grade I 10% of permanent post in the grade of Rs. 145-8-185-10-215. Grade II 30% of permanent post in the grade of Rs. 145-8-185-10-195. Grade III Remaining post in the grade of Rs. 145-8-185.	Selection.	25% of the posts to be filled in by direct recruitment, and 75% by promotion.

Age limit	For direct recruitment			Whether age and educational qualifications prescribed, to be made for direct recruitment will apply in the case of appointment by promotion/transfer	Grade from which promotion/transfers to be made	Circumstances under which public service commission is to be consulted
	Educational and other qualification required	Period of probation	trial if any			
8	9	10	11	12	13	
18 to 25 years. In case of Scheduled Caste/Tribe Candidates age will be relaxed upto 30 years	Bachelors degree in Arts/Science/Law/ or Commerce	2 years, will have to undergo a training of 1 year and will have to pass the S.S.D. examination to be held by the Administration	N. A.	Clerks having 3 years' service in the grade	N. A.	

## APPENDIX 'A'—Contd.

1	2	3	4	5	6	7
38. Head Constable (Unarmed)	14	Class-III (Non-Ministerial)	Rs. 115/- Fixed	Non-Selection	50% by promotion and 50% by direct recruitment	

8	9	10	11	12	13
18 to 25 years.	S.S.C. or equivalent.	2 years.	No.	Constables who have rendered at least five years' continuous service in that capacity relatable in special case on merits.	N. A.

The 18th February 1970  
ORDER

No. ADM/SWP/BGN/WS-3350—In exercise of the powers conferred by Section 3 of the Essential Commodities Act, 1955 (10 of 1955) read with the order of the Government of India, Ministry of Food, Agriculture, C.D. and Cooperation (Department of Food) No. GSR. 1111 dated 24th July, 1967 and with the prior concurrence of the Government of India, communicated under letter No. 159(8)/69-PYI, dated 28th October 1969, I, Nakul Sen, Administrator, Dadra and Nagar Haveli, do hereby further amend the Dadra and Nagar Haveli Rice Procurement (Levy) Order, 1966 as follows:—

1. In clause 2 after sub clause (f) in the said order following sub clause (g) shall be substituted. (g) 'relevant purchase price of superior average quality' in respect of a variety of rice specified in column 2 of Schedule I(A) means the price (which shall be inclusive of the cost of gunny) specified against it in column 3 of the said Schedule.

*Explanation:*—Rice shall be deemed to be of superior average quality if it is sound in merchantable condition, sweet, dry, clean, wholesome, of good food value, uniform in colour and size of grain and free from moulds, weevils, smell, discolouration, and mixture of deleterious substances or colouring agents and impurities except to the extent of tolerance limit specified in column 2 of Schedule II(A).

2. After Schedule I appended to the said order the following Schedule I(A) shall be substituted.

**SCHEDULE—I(A)**  
[See Clause 2(g)]

S. No.	Varieties of rice.	Price per quintal in respect of superior average quality
		Rs.
1. Kavachi		
2. Kada		88—90
3. Khadsi		
4. Dangi		
5. Vankel		98—90
6. Khusboi		
7. K-42		
8. Jadi Kolum		106—90
9. Z-31		120—40
10. Navabi Kolum		
11. Bangallu		129—40

3. Clause 4, shall be substituted as under.

Notwithstanding anything contained in the sub clause (1) or (2) of Clause 3 if the rice sold under said clause contains impurities in excess of the tolerance limits specified in Schedule II or II(A) as the case may be, there shall be deducted from the relevant purchase price an amount calculated at the rate of out specified in column 3 of Schedule II and applicable to the excess.

4. After Schedule II appended to the said order, the following Schedule II(A) shall be substituted.

**SCHEDULE II(A)**  
[See Clause 2(g) and 4]

Constituents of Admixtures or impurities	Maximum permissible limit % for Slender group varieties	Maximum permissible limit % for Bold group varieties	REMARKS
1. Brokens Raw	10·0	12·0	
Boiled	8·0	8·0	
2. Foreign matter.			
(a) Inorganic Raw	0·1	0·1	
Boiled	0·1	0·1	
(b) Organic Raw	0·25	0·25	
Boiled	0·10	0·10	
3. Damaged grains Raw	1·5	1·5	
Boiled	1·5	1·5	
4. Chalky grains Raw	3·0	3·0	
Boiled	—	—	
5. Discoloured Raw	1·0	1·0	
Boiled	2·0	2·0	
6. Red grains Raw	2·0	3·0	
Boiled	2·0	3·0	
7. Admixture of inferior varieties Raw	8·0	12·0	
Boiled	8·0	12·0	
8. Dehusked Raw	6·0	6·0	
Boiled	6·0	6·0	
9. Moisture Raw	14·0	14·0	
Boiled	15·0	15·0	

NAKUL SEN  
Administrator, Dadra & Nagar Haveli, Silvassa.

